

Kalamazoo Public Library
OFFICIAL MINUTES OF THE BOARD OF TRUSTEES
PUBLIC MEETING
Date: May 19, 2014
Time: 4:00 p.m.
Location: Powell Branch Library – Barnabee Gallery

TRUSTEE ROLL CALL:

Present: Fenner Brown, Robert Brown, Bruce Caple, Lisa Godfrey, Cheryl TenBrink, Valerie Wright and James Vander Roest

Absent: None

CALL TO ORDER:

President TenBrink called the meeting to order at 4:00 p.m.

AGENDA APPROVAL:

The agenda was approved.

I. RECOGNITIONS, RESOLUTIONS, COMMUNICATIONS

A. Resolution to Authorize a Public Hearing on the Proposed Budget for 2014-2015

Recommendation: Director Rohrbaugh recommended the Board adopt the resolution authorizing a public hearing on the 2014-2015 budget.

Executive Summary: It is necessary to hold a public hearing on the proposed budget and publish notice of the hearing as detailed in the resolution to legally set the millage rate that supports the budget and allow the authorized property taxes to be collected for operation of the library.

MOTION: J. VANDER ROEST MOVED AND L. GODFREY SUPPORTED THE MOTION TO ADOPT THE RESOLUTION AUTHORIZING A PUBLIC HEARING ON THE 2014-2015 BUDGET.

Roll Call Vote: L. Godfrey – yes; V. Wright – yes; B. Caple – yes; F. Brown – yes; R. Brown – yes; J. Vander Roest – yes; C. TenBrink – yes

MOTION CARRIED: 7-0

II. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the Board.

III. CONSENT CALENDAR

A. Minutes of the Board Meeting of April 28, 2014

B. Personnel Items (none)

J. Vander Roest drew attention to a line on page 73 of the minutes when he mentioned CPA firms with “good reputations” were approached for the audit. He assured other Board and

audience members he did not say this as a way to bad mouth CPA firms who were not contacted for bids and asked the phrase be changed on the minutes. The revised minutes from the April 28, 2014 Board Meeting were accepted.

IV. FINANCIAL REPORTS

A. *Financial Reports for the Month Ending April 30, 2014*

Recommendation: Director Rohrbaugh recommended the Board accept the Financial Reports for the month ending April 30, 2014.

Discussion: Director Rohrbaugh said the library had paid its last debt payment. The transfers talked about in the Close Estimate Budget were those which would be approved in recommendation V. A.

MOTION: R. BROWN MOVED AND L. GODFREY SUPPORTED THE MOTION TO ACCEPT THE FINANCIAL REPORTS FOR THE MONTH ENDING APRIL 30, 2014.

MOTION CARRIED 7-0.

V. REPORTS AND RECOMMENDATIONS

RECOMMENDATIONS:

A. Budgets

Recommendation: Director Rohrbaugh recommended the Board take the following action by separate motions and votes:

1. Approve the "General Operating Fund – Close Estimate Budget Revision for FY 2013-2014"
2. Receive for review the "General Operating Fund – Preliminary Budget FY 2014-2015"
3. Approve the "Capital Improvement Plan for the Three Years Ending June 30, 2016"
4. Approve the "Other Gifts & Grants Revised Close Estimate Budget for FY 2013-2014" and the "Other Gifts & Grants Preliminary Budget for FY 2014-2015"

Executive Summary:

Close Estimate Budget Revision for FY 2013-2014

The Close Estimate Budget Revision for fiscal year ending June 30, 2014 revises revenues for estimated reductions in district court penal fines and IFT/CFT tax revenue, and a partial year increase in law library revenue from Kalamazoo County. Budget revisions affecting Salary and Benefits, the recognition of increased costs associated with snowplowing and concrete repair, and budget transfers to support summer reading are in amounts significant enough to require a full revision and review of the budget.

In the Salaries and Benefits categories reserves in Employee Insurance have been released and a recent multi-year correction for Employer FICA combined to reduce the Benefits category budget by \$19,230. That reduction was partially offset by an increase of \$1,350 representing the cost of an increase of 1.0 FTE for a Library Assistant/Operational employee during June 2014 to add capacity during anticipated leaves of absence and vacancies of current staff.

ONEPlace Leadership Academy budgets have been revised to reflect additional expenditures in Programming and Departmental Purchases resulting in a \$14,000 reduction in ending ONEPlace restricted fund balance.

The remaining budget transfers realign budget transfers to support the Summer Reading program along with a small adjustment to the amount paid for rent of the Powell Branch space at the Douglass Community Association.

There is no change to General Operating Unassigned Fund Balance as a result of all revisions and transfers.

Preliminary Budget for FY 2014-2015

The Preliminary General Fund Budget for fiscal year ending June 30, 2015 continues library operations with no expected growth in taxable values. Budgeted revenues for the year increase a fraction and result in essentially the same revenue levels as the prior year. Comparison of the three years of data presented for comparison with this Preliminary Budget shows revenues will have been essentially flat for the duration of fiscal years 2012-2013, 2013-2014, and now 2014-2015 at \$11.4 million. Over that time period, tax revenue has fallen while restricted revenues have increased for the Michigan Public School Employees Retirement System Unfunded Actuarial Accrued Liability (MPSERS UAAL) appropriations from the State of Michigan and support for the county law library from Kalamazoo County. This overall trend results in an effective decrease in unrestricted funds available to support ongoing library services over the same three year period although that trend is steadying with the stabilization of taxable values and repayment of the last outstanding bond debt in May 2014.

Also in May of 2014, the second of two library millages was renewed for 1.1801 mills by district voters for twenty years. The first millage was renewed in 2009 for 2.7782 mills and will expire in 2029. The MPSERS UAAL appropriation and liability is continued at prior year levels in the 2014-2015 Preliminary Budget until notice of the expected increase in both is received from the Office of Retirement Services. District Court Penal Fines have also decreased over the three year period but have been partially offset by increased contractual revenue supporting the Kalamazoo County Law Library operated by Kalamazoo Public Library.

Expenditures budgeted for fiscal year 2014-2015 include continuation of support for the library's strategic priorities: Create young readers and learners - early literacy; Stimulate imagination - reading, viewing, listening, and creating for pleasure; Connect to the digital world - access and digital literacy; and Discover and celebrate local - history, genealogy, information, and culture. The library is continuing to invest in materials, services, and programming which support our priorities and will invest in new programs and services including the library's new digital lab, The Hub, and a significant increase in digital materials.

Salary projections include the addition of one full-time equivalent Library Assistant/Operational position to augment capacity during an anticipated period of leaves of absences and vacancies. Due to timing, all increases and changes to salary and benefit costs except for position changes and contractual increases are accounted for in a lump-sum compensation reserve. Distribution of the reserve will occur after the conclusion of all contractual arrangements is finalized and individual increases are determined.

Funding commitments for capital improvements will increase to \$600,000 for fiscal year 2014-2015 to help support anticipated projects in the Capital Improvement Plan including reserves for telephone system, server, and van replacements. The net change to fund balance as a result of the Preliminary Budget is an increase to unassigned fund balance of \$65,531.

Capital Improvement Plan

The Capital Improvement Plan update includes additions to reserves totaling \$275,000 for future building projects, replacement of the library-wide telephone system to update technologies and accommodate new 911 requirements, replace computer servers, and replace the library's delivery vehicle.

New projects identified for fiscal year 2014-2015 start dates include viewscan microfilm readers for the Clarence L. Miller Local History Room, display units, chair replacement for both public and staff, replacement of the lighting control system at Central Library, upgrade of the Board Room projector equipment, audio visual improvements for the Children's Story Place, repair and replacement of air handling equipment and roof repair, and multiple replacements of public and staff computer and technology equipment.

The Capital Improvement Plan three year projection ends up \$292,500 compared to the prior three year plan reflecting the increased commitment of support from the general fund and release of individual budget category reserves back to fund balance available for future capital projects.

Special Revenue Funds

The Special Revenue budget continues gifts and grants at funded levels into fiscal year 2014-15. Major activity continues to be Ready to Read, ONEplace Services, the KPL Antiracism Transformation project, and Local History gifts. No new major gifts or grant are anticipated in either fiscal year.

Discussion: Director Rohrbaugh said this was an instance when months of work went into a few recommendations which take only a short amount of time at a Board meeting. She explained she was asking the Board, following the usual pattern, to approve the "General Operating Fund – Close Estimate Budget Revision for FY 2013-2014", receive for review the "General Operating Fund – Preliminary Budget FY 2014-2015", approve the "Capital Improvement Plan for the Three Years Ending June 30, 2016", and approve the "Other Gifts & Grants Revised Close Estimate Budget for FY 2013-2014" and the "Other Gifts & Grants Preliminary Budget for FY 2014-2015". The budgets were reviewed in detail by the Finance and Budget Committee. Upon approval, Director Rohrbaugh said she would bring the Preliminary Budget for the FY 2014-2015 back to the June meeting where the Board would also hold a public hearing and authorize the millage levy.

MOTION: J. VANDER ROEST MOVED AND R. BROWN SUPPORTED THE MOTION TO APPROVE THE "GENERAL OPERATING FUND – CLOSE ESTIMATE BUDGET REVISION FOR FY 2013-2014".

Discussion: J. Vander Roest said he, as treasurer, was in support of all four motions. He explained the Finance and Budget Committee had extensively reviewed the budgets and asked many clarifying questions of library staff.

MOTION CARRIED 7-0.

MOTION: J. VANDER ROEST MOVED AND L. GODFREY SUPPORTED THE MOTION TO RECEIVE FOR REVIEW THE “GENERAL OPERATING FUND – PRELIMINARY BUDGET FY 2014-2015”.

MOTION CARRIED 7-0.

MOTION: R. BROWN MOVED AND B. CAPLE SUPPORTED THE MOTION TO APPROVE THE “CAPITAL IMPROVEMENT PLAN FOR THE THREE YEARS ENDING JUNE 30, 2016”.

MOTION CARRIED 7-0.

MOTION: F. BROWN MOVED AND V. WRIGHT SUPPORTED THE MOTION TO APPROVE THE “OTHER GIFTS & GRANTS REVISED CLOSE ESTIMATE BUDGET FOR FY 2013-2014” AND THE “OTHER GIFTS & GRANTS PRELIMINARY BUDGET FOR FY 2014-2015”.

MOTION CARRIED 7-0.

B. Supervisory-Technical and Administrative Staff Compensation Pools for FY 2014-2015

Recommendation: Director Rohrbaugh recommended the Board approve the compensation pools for Supervisory-Technical and Administrative Employees for the FY 2014-2015.

Executive Summary: The recommended compensation pools for supervisory-technical and administrative staff provide for merit increases plus the associated retirement and employer FICA costs for all non-represented staff within the proposed adjusted salary ranges for FY 2014-2015.

Recommended Supervisory-Technical Pool	\$28,000
Recommended Administrative Pool	\$23,000*

* Includes allowance for the Director.

Discussion: Director Rohrbaugh said this was the second recommendation typically handled at the May Board meeting. She reviewed the recommendation saying evaluations for Supervisory-Technical employees and Administrators would be completed before the end of the year and salary increases would be effective July 1st.

MOTION: F. BROWN MOVED AND V. WRIGHT SUPPORTED THE MOTION TO APPROVE THE COMPENSATION POOLS FOR SUPERVISORY-TECHNICAL AND ADMINISTRATIVE EMPLOYEES FOR THE FY 2014-2015.

MOTION CARRIED 7-0.

REPORTS:

C. Reading Together Wrap-Up – Karen Santamaria

Report: Director Rohrbaugh welcomed Reading Together Coordinator K. Santamaria. K. Santamaria showed a presentation with photos from events and statistics related to circulation and program attendance. In general, she received very positive feedback this year. Reading Together 2014 was the first year the library chose two books by two separate authors. K. Santamaria showed pictures from the Tracie McMillan visit and Art Hop at MLive, which is believed to have attracted about 350 people and was an event where books were checked out

on-site. The Kalamazoo Valley Museum was the perfect venue for the midday film series. B. Caple asked if the list of films was included on the library's website and K. Santamaria responded saying the website should have a detailed description of each of the films. She mentioned patrons appreciated the new banner showing each of the Reading Together books chosen in the past.

K. Santamaria also highlighted the panels with local farmers, the event at People's Church with Peggy Wolff and Bonnie Jo Campbell, the cooking demonstration, *Beyond Food for Thought* at the Portage District Library, the *Farmworker's Story*, Karika Phillips at Bronson, *Farmer's Market 101*, Oshtemo Branch's midday program on container gardening, the student artwork by a local EFA class, and Novella Carpenter's visit. Some of the other new things offered in 2014 included displays at Book Bug, the Partner's Potluck, the Coffee Shop area of the website, and Reading Together To-Go. K. Santamaria said she was happy to be able to plan intergenerational book discussions with students from KPS and Friendship Village again this year. She added that Reading Together's biggest community champion in 2014 was the People's Food Co-op.

Total circulation for 2014 was 1,970 for *The American Way of Eating* and 1,615 for *Farm City* – 94% of materials checked out were print books with less than 1% ebooks. Program attendance averaged about 100 people per event and ranged from 16 to 420. K. Santamaria said she thought Kalamazoo Central was a great location for author visit. President TenBrink said it was nice to have guidance when it came to parking at the Novella Carpenter visit.

Disposition: Trustees thanked K. Santamaria for her report and hard work making Reading Together and success once again.

D. Summer Reading Games – Andrea Vernola

Report: Director Rohrbaugh said M. Cockrell would be presenting on Summer Reading Games since A. Vernola was ill. M. Cockrell began by acknowledging K. Santamaria's hard work on Reading Together. He then began talking about Summer Reading Games saying they would last from June 2-August 30. The kickoff party would be during June Jubilee on June 7th and would have inflatables, a climbing wall, and Summer Reading Games sign-up. He said the staff committee usually begins meeting in September and October because the planning of the Summer Reading Games is such a long process. This year, the committee was expanded to include other input, especially from the branches.

M. Cockrell then showed Board members the artwork for the game boards for each age group and explained the prizes and bonus activities. He said staff from the library would once again be signing up patrons for Summer Reading Games and library cards at the Farmer's Market. At Central Library, only one desk on each floor will sign up patrons and distribute prizes to help staff keep better track of prize distribution.

Discussion: President TenBrink asked if students in summer school would be participating again this year. S. Warner said teachers would be given a modified game for their students and that prizes would be distributed in school. She said if any students came to the library with their school cards, staff would transfer their data to the full game so they could continue playing. M. Cockrell said staff would begin signing up patrons as soon as the cards were printed and the database was ready. J. Vander Roest asked if the trustees could be automatically enrolled in the Summer Reading Games. M. Cockrell said they could be. Director Rohrbaugh reminded the

Board and staff Summer Reading Games were paid for by the Friends of the Kalamazoo Public Library and thanked Friends liaison, J. Snell, for the Friends ongoing support.

Disposition: Trustees thanked M. Cockrell for his report.

E. Status Report on Purpose, Vision, and Core Values – Thom Andrews

Report: Director Rohrbaugh said T. Andrews was back to follow-up on the Purpose, Vision, and Core Value draft presented and discussed at the previous Board meeting. T. Andrews said there had been strong support in general for the document among the departments he had met and talked with. He covered what some of the sticking points were for staff and how they had been modified on the latest draft he was sharing with Trustees. Though not specifically signaled out, staff thought the statements taken in whole addressed overarching goals of the library such as learning, literacy, diversity, and inclusion. T. Andrews said he hoped when the Purpose, Vision, and Core Values were taken in concert with the Strategic Plan, the important elements staff and Board thought were missing would be covered.

J. Vander Roest said the Core Value related to Intellectual Freedom was more a statement of intent instead of a promise to take action. Board members came up with ideas for more action oriented verbs to begin this core value. T. Andrews reminded the Board this was primarily an internal document. L. Godfrey said it was not exclusively an internal document and granting agencies would request the information. B. Caple talked about how additional language to some of the phrases could be limiting instead of expansive. He thought the phrase “through any media” in the Intellectual Freedom core value was extraneous. Board members then discussed whether the phrase “to one another and the world” broadened or limited the vision statement. T. Andrews finished up the conversation by explaining he and Director Rohrbaugh would be meeting and discussing these drafts with a few more departments and hoped to bring a recommendation to the June Board meeting regarding the new and improved Purpose, Vision, and Core Values.

Disposition: Trustees thanked T. Andrews for his work on this project.

F. Legislative Report – Diane Schiller

Report: D. Schiller said the only thing she had to share with the Board was Senate Bill 934 which would increase the state minimum wage in a number of steps ending at \$9.20 in 2017. She explained the minimum wage was currently \$7.40 and the lowest paid employees at the library made \$8.00. The first increase would be September 1st with minimum wage increasing to \$8.15. D. Schiller said the Board would need to initially decide whether to increase only those making \$8.00 to \$8.15 or whether the library should increase all hourly rates proportionally in line with stair step ranges the library uses. She estimated the impact in the next fiscal year would be about \$17,000-18,000.

D. Schiller explained the minimum wage would be indexed starting in 2018 based on the Consumer Price Index for Detroit. She said the new law would also have an effect on bank time for Supervisory-Technical employees. B. Caple asked how many hours were worked at the wage level. D. Schiller answered during the last pay period, 2,400 hours were worked by hourly employees, 1,800 of which were worked by aides. B. Caple asked what the wage rates were for hourly employees at the library. D. Schiller responded aides ranged from \$8.00-\$10.50, library

assistant subs earned \$11.50, interns ranged from \$8.50-12.50, and librarian subs earned around \$16 per hour.

Disposition: Trustees thanked D. Schiller for her report.

VI. COMMITTEE REPORTS

A. *Finance and Budget Committee*—J. Vander Roest said the Finance and Budget Committee had met to review the budgets in the first recommendation.

B. *Personnel Committee*—B. Caple said the Personnel Committee had met briefly in May and would be working on the Director's evaluation into the next month.

C. *Fund Development and Allocations Committee*—no meeting.

D. *Director's Building Advisory Committee*—no meeting.

VII. OTHER BUSINESS

A. *Director's Report*

Report: Director Rohrbaugh said she wanted to begin her report acknowledging the successful passage of the millage with all precincts passing but one, which was only defeated by two people. Secondly, Director Rohrbaugh mentioned a recent meeting she and B. Caple attended at the Douglass Community Association which offered an update on the status of the community center. The organization has successfully paid off critical outstanding debts and had completed a building assessment. The Executive Director and Board, however, are still trying to secure ongoing financial support to allow them to continue paying their bills. A survey of users was completed and a main service priority identified was service to preschoolers. B. Caple said it was clear to him that with the current Executive Director and Board, the organization was headed in the right direction. He said he was especially interested in hearing about the facility and was pleased with the great strides that were being made.

Discussion: L. Godfrey asked if the organization had any income other than grants and donations. Director Rohrbaugh said the Executive Director, S. Thomas-Cloud, had been asked by donors if the Douglass would charge for program attendance. S. Thomas-Cloud made a point of saying the participants in these programs cannot afford to pay. L. Godfrey asked how the organization planned to be sustainable. Director Rohrbaugh said this was not addressed. The main point of the meeting was to give an update to the community about the debt and celebrate the advances they've made. B. Caple said this meeting was more of a progress report and it was obvious their problems had not been solved. Gifts and grants are what they operate on.

L. Godfrey said she hoped the community was not expecting more of the Douglass than could be met. B. Caple said the panelists made a point of saying the neighborhood is underserved in many ways, Kalamazoo has a lot of wealth, and it would be a shame if this venture were not supported by the community. J. Vander Roest asked if the problem with the United Way had been addressed. Director Rohrbaugh said this was not talked about but B. Caple said the United Way had made a \$100,000 contribution to the organization. L. Godfrey said she thought the problem was being addressed with the replacement of the Executive Director and Board. J.

Vander Roest wondered if this were the case stating the United Way was the obvious channel for the community as a whole to support the Douglass Community Association.

Report: Looking to the Director's Report, Director Rohrbaugh mentioned item four saying the Family Place visit went well. She thanked the Board members who had attended the luncheon with the visiting representatives. She said the Hub (item eleven) had a soft opening with the grand opening planned for May 27. She drew attention to item sixteen and the new FM unit the library had purchased with money from the Friends and item eighteen and the painting and lettering over the entrance to the Local History Room. Director Rohrbaugh said she had sent pictures to the Patton's and talked to them on the phone quite regularly.

Discussion: V. Wright asked for more information on item two. Director Rohrbaugh said a recent Library Journal article had discussed how a library could be a good venue for community engagement. She had heard the new city manager was placing more emphasis on community engagement, therefore, Director Rohrbaugh had sent this information on to him. What resulted was a nice conversation with L. Lam from the City of Kalamazoo.

L. Godfrey said she and B. Caple had been the trustees who met with the Family Place visitors in item four. She said they seemed very impressed with KPL, especially only being one year into the program. Director Rohrbaugh reminded trustees that Family Place was a trademark and only two of KPL's locations were considered Family Place Libraries. F. Brown asked about item twelve. Director Rohrbaugh said this was staff taking pictures throughout the library on a specific day. These pictures then rotated on the library's website. K. King added that it was during National Library Week. Director Rohrbaugh said there had been less pictures taken this year but the library's Flickr page had more views. J. Vander Roest asked if the aide swap mentioned in item fifteen was useful. Director Rohrbaugh said she had heard good feedback. J. Vander Roest said it would be a good way to share best practices.

F. Brown asked if there were plans for sharing with the Board an update on the Antiracism Transformation Team. Director Rohrbaugh said the most recent training had just been completed on the Friday preceding the Board meeting. T. New said the training would be completed by the end of the year and the Board would be receiving reports. L. Godfrey asked what the impact of Hoopla was on the AV statistics. M. Cockrell drew attention to the digital statistic which included Hoopla saying it was factored into overall AV circulation. Director Rohrbaugh said it was good to see the library still had positive circulation. Though KPL's circulation is still up, this is not the case with many other libraries.

Disposition: Trustees thanked Director Rohrbaugh for her report.

VIII. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the Board.

IX. COMMENTS BY TRUSTEES

- V. Wright mentioned how fun the Global Reading Challenge was to watch. She said it was great to see how proud and engaged families were for a non-athletic event. She thought it was also a great event for siblings of the participating children to see.
- President TenBrink thanked everyone for their help in passing the millage. She said she also really enjoyed the recent Friends' Annual Luncheon.

X. EXECUTIVE SESSION

A. Negotiations Update

President TenBrink asked for a motion to move into executive session to receive an update on union negotiations.

MOTION: F. BROWN MOVED AND B. CAPLE SUPPORTED THE MOTION TO MOVE INTO EXECUTIVE SESSION TO RECEIVE AN UPDATE ON UNION NEGOTIATIONS.

Roll Call Vote: L. Godfrey – yes; V. Wright – yes; B. Caple – yes; F. Brown – yes; R. Brown – yes; J. Vander Roest – yes; C. TenBrink – yes

MOTION CARRIED 7-0.

Trustees moved into executive session at 5:25 p.m. President TenBrink invited Director Rohrbaugh, D. Schiller, T. New, and M. Cockrell to stay for the Executive Session.

MOTION: L. GODFREY MOVED AND J. VANDER ROEST SUPPORTED THE MOTION TO RETURN TO OPEN SESSION.

Roll Call Vote: L. Godfrey – yes; V. Wright – yes; B. Caple – yes; F. Brown – yes; R. Brown – yes; J. Vander Roest – yes; C. TenBrink – yes

MOTION CARRIED 7-0.

Trustees moved to open session at 5:55 p.m.

XI. ADJOURNEMENT

Hearing no objection, President TenBrink adjourned the meeting at 5:56 P.M.

X_____
Robert Brown
Secretary